

# MBOH Reservation Guidelines

1. **Login to LOL** <https://lenderonline.mt.gov/Bin/Display.exe/ShowSection>
  - a. Type the URL that the Agency has provided you with in the Address bar.
  - b. Press the Enter key or click on the Go button next to the Address bar.
  - c. On the Login Screen, type your User name and Password in the corresponding input boxes.
  - d. Press the Enter key or click on the Login button.
2. **Click on New Reservations Tab**
  - a. Scroll down to find program you wish to reserve
  - b. Click on program to select
3. **New Reservations Form will appear**
  - a. Enter all required information in fields marked with red asterisk\*
  - b. In addition:
    - i. Check designated box for CO-BORROWER if applicable and enter co-borrower information
    - ii. Under ANNUAL INCOME, Non-Applicant, enter any income for occupants 18 or older who are not on the loan
    - iii. Under HOUSEHOLD please enter # of Income recipients, # of Persons Over 18, Under 18, and Dependents
    - iv. Indicate Prior Homeownership and date last owned. If pending sale, enter yesterday's date
    - v. Enter Contact Person
    - vi. Use 0.0 for census tract entry
  - c. Click on Submit
4. **Fax in the Borrower Stat Sheet and Homebuyer Education Certificate if applicable**
5. **New Loan Reservation has been submitted**
6. **Log Out**
7. **Check for Approval and Commitment; Reservation is not final until approved by MBOH staff.**
  - a. After logging in to LOL click on Loan Status tab
  - b. Scroll down list of loans in window until you find loan # you are looking for
  - c. If status is incomplete, look for exceptions. Some programs require submission of additional documents before reservation can be approved. If no exceptions, then go to next step.
  - d. Look under Last Stage / Status, if Purch Pkg Rcd / PENDING your Loan Reservation has been Approved and funds have been Committed
  - e. Set-asides need two items to be faxed in to MBOH for reservation to be approved:
    - i. Release of financial information
    - ii. Letter of commitment from set-aside sponsor

**NOTE: IF THE LOAN AMOUNT CHANGES FROM THE TIME OF RESERVATION TO THE TIME OF PURCHASE, AN E-MAIL OR FAX NEEDS TO BE SENT TO ONE OF THE CONTACT PEOPLE AT THE BOTTOM OF THIS PAGE REQUESTING A LOAN CHANGE AMOUNT AND A BRIEF REASON FOR THE CHANGE. THANKS**

## **Contacts:**

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